

CIA RECORDS CENTER

CONTROL RECORDS

Control records maintained in the Center are described as follows:

Locator File - Records Unit

Arrangement of this Kardex file is numerically by accession job number. Each card reflects the location by area, row and section number for each job. A record of reference service is also maintained on each card.

Locator File - Distribution Unit

This Kardex file is arranged by office of origin and thereunder by title and number. It shows the location by area, row and section. A running inventory of records material distributed is maintained on each card.

Organizational Accession File - Records Unit

This file contains copies of transfer documents for each job along with any shelf lists or other finding aids. It is arranged by the name of the operating activity by Agency component.

Disposal Tickler Files

Disposal Schedule Tickler File - This file contains cards arranged chronologically by disposal date for records definitely covered by a control schedule.

Contingent Disposal Tickler File - This file houses cards for records material authorized for disposal upon the occurrence of a given event or contingency, the exact timing of which is not definite in terms of years. (examples: "Dispose of two years after audit by CAO," "Dispose 3 years after separation from service.") The cards are arranged by name and office of origin.

Disposal Authorization Requested File - This file contains cards for records material that appears to be disposable but for which Agency approval has not been obtained.

Permanent Retention File - This file contains cards on records material considered to have continuing value.

SECRET